

**MINUTES OF JOINT HEALTH & SAFETY COMMITTEE  
PROCÈS-**

Name of employer / Nom de l'employeur	St. Thomas University	Workplace location / Lieu de travail	Fredericton
Phone number / Numéro de téléphone	506-452-0630	Date of last meeting / Date de la dernière réunion	April 30, 2019
Date of meeting / Date de la réunion	September 27, 2019	Name of secretary / Nom du (de la) secrétaire	Jason Scarbro
Co-Chairperson / Coprésident-e	Jason Scarbro (Employer Co-Chair) / Dave Dunbar (Employee Co-Chair)		
Members present / Membres présents	Philip Cliff / Dave Dunbar / Jason Scarbro / Garry Hansen / Lori Orchard / Matt Robinson		
Absent	Janet Mullin		
Guest(s) / Invité(s)			

**Business carried forward / Affaires reportées de la dernière réunion**

Date of origin / Date d'origine	Discussion topic / Sujet de discussion	Target date / Date visée	Action and by whom / Mesures prises et par qui	Date completed / Date de complétion
March, 2019	Workplace Violence Policy		<p>An information sheet from Cox &amp; Palmer was distributed.</p> <p>HR will create the framework of a policy and will bring it to the JHSC for review.</p> <p><b>Risk assessment survey is in the final stage of development. Next step is for survey to be sent to the JHSC for review.</b></p>	
November, 2014	Request for Fire Wardens	Priority	<p>We have finalized a breakdown for each building outlining the goal and current number of wardens.</p> <p>The goal is to have one Warden per floor to do role call once building is evacuated.</p> <p>HR has produced checklists (by building; by floor) for role calls.</p> <p>A staff listing has been provided to Facilities Management to facilitate identifying new wardens.</p> <p>Philip has been working on Fire Warden responsibilities. This needs to be completed before search for wardens begins.</p> <p>Plan has been approved to have one muste.11</p>	





	Health or safety concerns and/or information brought forward by JHSC members		<ul style="list-style-type: none"> <li>- Concerns were raised about insurance coverage for internship students who are on work placements. Jason and Philip will meet to determine scenarios and responsibilities.</li> <li>- Questions were asked in order to get clarification on the process for ergonomic assessments, especially when internal resources are used compared to external.</li> </ul>	
<b>New business / Affaires nouvelles</b>				
<b>September 2019</b>	<b>Fire drills</b>		<ul style="list-style-type: none"> <li>- Fire drills will be held soon. There s a requirement for everyone to participate/evacuate.</li> </ul>	

Date of next meeting /  
Date de la prochaine réunion: October 25, 2019

Co-Chairperson (employer) /  
Coprésident-e (employeur) : \_\_\_\_\_  
Co-Chairperson (employee) /  
Coprésident-e (salariés) : \_\_\_\_\_

Bathurst	
Place Bathurst Mall, 1300 St. Peter Avenue, Suite 220, Bathurst NB E2A 3A6 Fax: 506 547-7311 or 506 547-2982	Place Bathurst Mall, 1300, avenue St. Peter, pièce 220, Bathurst, NB E2A 3A6 N° de télécopieur : 506 547-7311 ou 506 547-2982
Grand Falls / Grand-Sault	
166 Broadway Blvd., Suite 300, P.O. Box 7244 Grand Falls NB E3Z 2J9 Fax: 506 475-2568	166, boulevard Broadway, pièce 300, case postale 7244, Grand-Sault, NB E3Z 2J9 N° de télécopieur : 506 475-2568
Dieppe	
30 Englehart Street, Suite F Dieppe NB E1A 8H3 Fax: 506 859-6911	30, rue Englehart, pièce F, Dieppe, NB E1A 8H3 N° de télécopieur : 506 859-6911
Grand Bay-Westfield	
P.O. Box 160 Saint John NB E2L 3X9 Fax (Southwest Region): 506 738-4050	Case postale 160, Saint John, NB E2L 3X9 N° de télécopieur (Région du Sud-ouest) : 506 738-4050